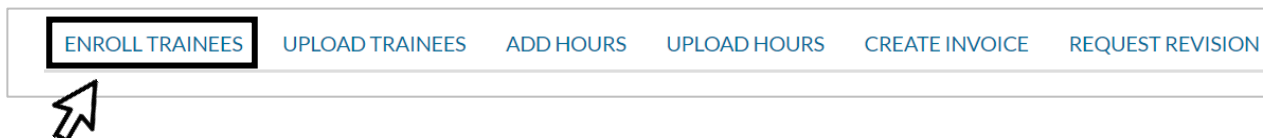|	
1. At the top of the landing page, select the **Contracts** button on the button bar.	
2. Click on the 'View' link for the contract you would like to manually add trainees to. The system will take you to your Contract Details page.	
3. Select the **Enroll Trainees** button on the button bar at the top of the Contract Details page.	
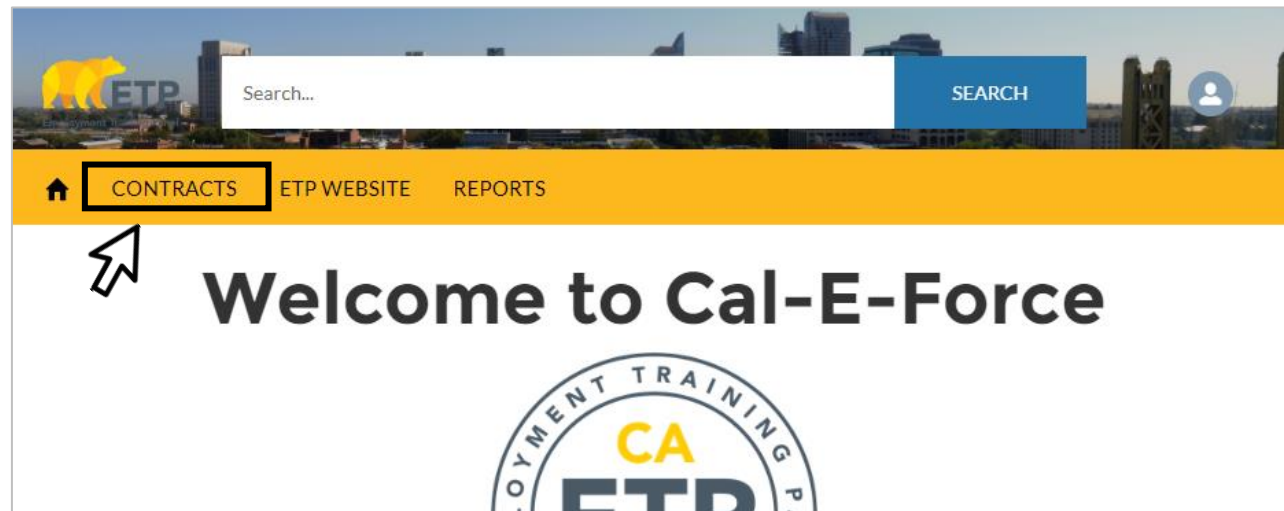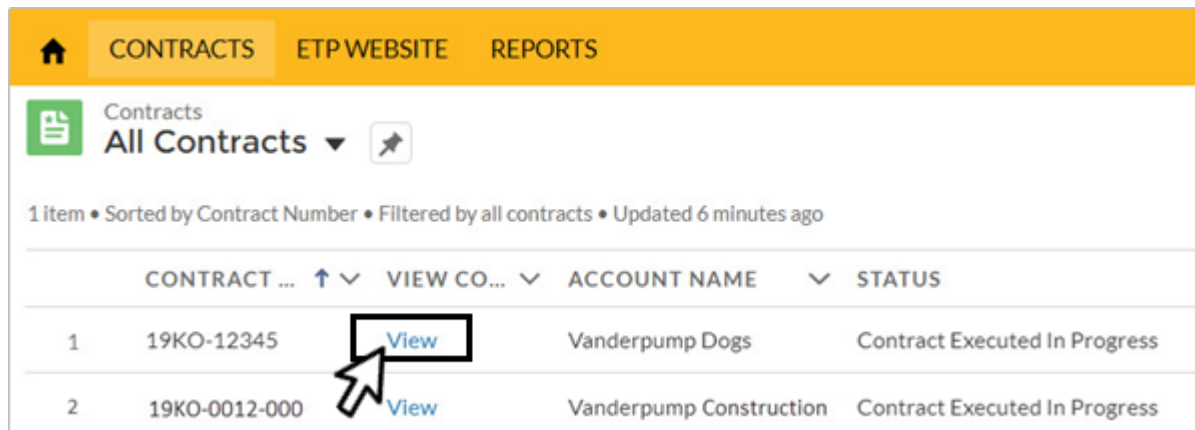
4. Fill out the **Information** section and the **Demographic Data** section with the trainee's information.

Information

SSN ⓘ	*
Employee ID ⓘ	
Trainee First Name	*
Trainee Last Name	*
Trainee Middle Name	
Hire Date	*
Trainee Status	* Enrolled ▼
Job Number	-None- ▼
Workplace	-None- ▼
Auto Generated ID	☐

Demographic Data

Gender	* --None-- ▼
Age Group	* --None-- ▼
Education	* --None-- ▼
Veteran	* No ▼
Disabled Veteran	No ▼
Ethnicity	* Available
	White
	African American/Black
	Ethnic Hispanic or Latino

5. Click the **Save** button at the bottom of the page.

Save   Cancel